

## **SUMMARY MINUTES**

### **DEFERRED COMPENSATION & DEFINED CONTRIBUTUION PLAN OVERSIGHT COMMITTEE MEETING**

Date: MONDAY, NOVEMBER 9, 2015

Time: 10:19 AM

Place: City Hall  
Council Chambers, 3<sup>rd</sup> Floor  
501 Palm Avenue  
Hialeah, FL 33010

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#### **Agenda**

##### **1. Call to Order**

**Meeting was called to order at 10:19 a.m.**

**Roll call/Members Present:**

- Ines Beecher
- Hillah Mendez
- Williams Guerra
- Ricardo Fernandez

**Members Absent:**

- Armando Vidal
- Yrama Medina
- Robert Lloyd Still

**Also Present:**

- Frank Wan, Burgess Chambers & Assoc.
- Grisell Aedo, Retirement Division
- Teresita Toledo-Ferguson, ICMA-RC
- Fernando De Aguero, ICMA-RC
- Becky Thompson, Nationwide
- Ana Aguirre, Nationwide
- Ninoska Calzadilla, Nationwide

**Quorum Met.**

2. Minutes of Meeting of August 3, 2015

Motion to approve minutes of the Deferred Compensation Committee meeting held on Monday, August 3, 2015 by Ines Beecher, second by Hillah Mendez (APPROVED 4-0)

3. Quarterly Report on Plans/Presentation by Frank Wan from Burgess Chambers & Assoc.

Frank Wan requested a discussion of various matters as the representatives of Nationwide & ICMA were present at the meeting. As of December 6, 2015, certain funds will be closed off. Encouraged the Committee to reinforce that younger participants should not be so conservative in their fund management and maintain a growth oriented approach. Committee again reiterated that communication to the members is critical as well as increased education. The committee stressed individual accountability decision making as its philosophy.

Ines Beecher said she will now have newsletters placed on the City and retirement websites. Education information and asset allocation information will also be placed on the website. Hillah Mendez suggested that each newsletter contain the same language/messages regarding investment advice and Frank Wan will create one for the committees approval.

Teresita Toledo-Ferguson with ICMA said that she educates employees about 401K plan when they begin employment through their orientation of the plan.

Fernando de Agüero with IMCA made a suggestion in reference to getting more employees educated. Other municipalities set up a meeting with plan representatives at the employee job orientation.

Motion was made by Ines Beecher that the committee recommend to the Retirement Division provide monthly orientations/meetings for all participant in the 401(a) and 457(b) retirement plans. Second by Hillah Mendez (APPROVED 4-0)

Frank Wan encouraged the funds to educate and engage more participants, it was suggested that Nationwide target specific educational information and asset management to participants.

Frank Wan discussed loan information and how the numbers of loans reported were not overwhelming.

He also asked the committee to consider the possibility of bringing a ROTH plan to 457b participants. Discussion of what a ROTH457 has to offer for participants occurred. ROTH457 account earns interest and is tax free. A ROTH457 fund has to be open for 5 ½ years.

Based on performance, Frank Wan recommended the committee freeze the VT cash management fund and direct a new contribution to Vantage Point Plus funds.

Motion made by Ines Beecher to freeze the VT cash management fund and direct a new contribution to Vantage Point Plus funds, second by Ricardo Fernandez. (Approved 4-0)

The committee expressed an interest in education and how education for the committee members was an important part of their responsibilities.

4. Report from Ana Aguirre & Becky Thompson on behalf of Nationwide

Nationwide reported an update on loan procedures. As discussed at the August 2015 meeting, the committee would review the "unforeseeable emergency qualification" for loans.

Motion made by Ricardo Fernandez and Second by Ines Beecher to adopt the best practices guidelines from Nationwide with regard to the "unforeseeable emergency qualification" for withdrawal of funds. (Approved 4-0)

Ana Aguirre said the loans will continue just as they do as of date of the meeting. An online loan application will also be available.

5. Report by IMCA Teresita Toledo-Ferguson

A printout of assets in funds revealed 99 employees currently participating.

6. Unfinished business

Committee set future meeting dates. February 8, 2016 would be the meeting to review the last quarter of 2015. Other meetings tentatively scheduled for May 9, 2016, August 8, 2016 and November 7, 2016.

Ines Beecher said they will explore budgeting for education for the committee. She said there is a forfeiture funds balance for people who leave employment and then their money in the 401K and 457b funds money stays with the city. Once the committee reviews the forfeited monies, then they will know how much will be available to send committee members to an educational seminar.

Frank Wan discussed an upcoming conference in March 2016 that he encouraged committee to look into attended as a whole as it would be held in Doral, Florida. Committee agreed to consider.

7. New Business

Yrama Medina resigned as ACSME committee representative.

Per Ricardo Fernandez, employee David Alonso will be the new ACSME representative. Hillah Mendez stated that ACSME should provide to the law department all the necessary nomination documents for David Alonso's appointment. The goal is to place the nomination before city council in December 2015 or January 2016 ahead of the next committee meeting scheduled for February 2016.

Next Meeting: Monday, February 8, 2016 at 10 a.m.

Meeting adjourned at 11:37 a.m.